

Introduction

The “How to Complete the *In Progress* Vendor Registration” Quick Reference Guide is designed to provide the Vendor Administrator User minimum steps necessary to completing Vendor registration.

There are a category of Vendors who have not completed Vendor Registration and are “in progress” status.

Pre-requisites

Vendor must have the Vendor Administrator User Role.

Steps

Step 1:

- a.) From the home screen once logged in, select the **Vendor Administrator** tab.

The Vendor Administrator Home page displays, defaulted to the Vendor Settings tab.

- b.) Scroll down near the bottom of the page; click the **Maintain In-Progress Vendors** icon.

BuyMichigan

Organization Administrator **Vendor Administrator**

Vendor Administrator Home

Vendor Settings Dashboard

Maintain Vendor Status Change Reasons
This section is used to maintain vendor status change reasons.

Maintain In-Progress Vendors
This section is used to maintain in-progress vendor registrations.

Configure Vendor Subscription
This section is used to enable and configure the vendor subscription features.

Step 2:

The Search page displays.

- a.) Enter desired search criteria (Vendor name, email, etc.) or scroll from the list of **Results** displayed.
- b.) Click the **Find It** button once complete.

Maintain In-Progress Vendors

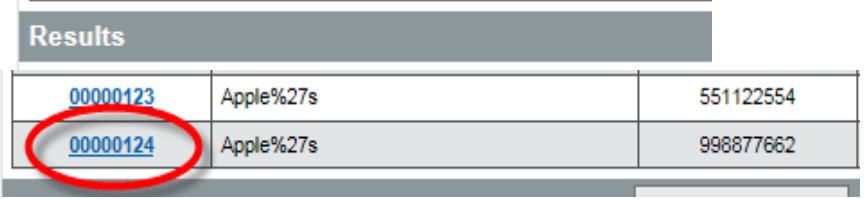
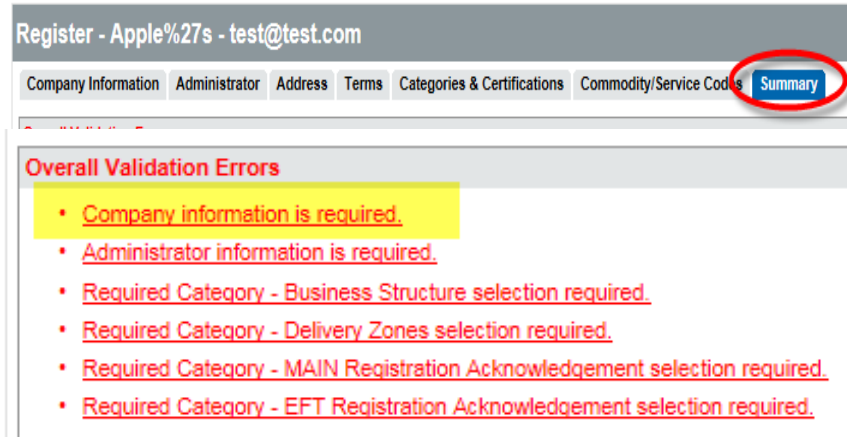
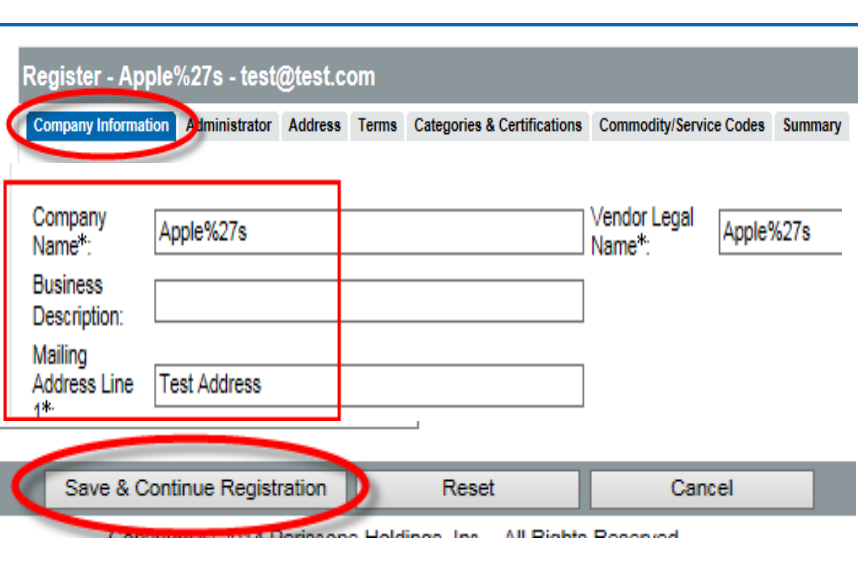
Search using: ALL of the criteria

Vendor Name Vendor ID

Search Fields: Email Address
Vendor Tax ID

Browse By: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Find It Clear

<p>Step 3:</p> <p>a.) Click the Vendor ID link of the desired vendor.</p>	 <p>Results</p> <table border="1"> <tr> <td>00000123</td> <td>Apple%27s</td> <td>551122554</td> </tr> <tr> <td>00000124</td> <td>Apple%27s</td> <td>998877662</td> </tr> </table>	00000123	Apple%27s	551122554	00000124	Apple%27s	998877662
00000123	Apple%27s	551122554					
00000124	Apple%27s	998877662					
<p>Step 4:</p> <p>The page will default to the Summary Tab with the in-completed Validation Error questions.</p> <p>a.) Click on the first RED validation question link.</p>	 <p>Register - Apple%27s - test@test.com</p> <p>Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary</p> <p>Overall Validation Errors</p> <ul style="list-style-type: none"> Company information is required. Administrator information is required. Required Category - Business Structure selection required. Required Category - Delivery Zones selection required. Required Category - MAIN Registration Acknowledgement selection required. Required Category - EFT Registration Acknowledgement selection required. 						
<p>Step 5:</p> <p>The page defaults to the Company Info. Tab.</p> <p>a.) Fill out ALL required fields.</p> <p>b.) Click the Save & Continue Registration button when complete.</p>	 <p>Register - Apple%27s - test@test.com</p> <p>Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary</p> <p>Company Name*: Apple%27s Vendor Legal Name*: Apple%27s</p> <p>Business Description:</p> <p>Mailing Address Line 1*: Test Address</p> <p>Save & Continue Registration Reset Cancel</p>						

Step 6:

The page will default to the next Tab, which is the **Administrator Tab**.

- a.) Fill out ALL required fields.
- b.) Click the **Save & Continue Registration** button once complete.

Register - Apple%27s - test@test.com

Company Information **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Last Name*:

Department:

Phone*:

Save & Continue Registration Reset Cancel

Step 7:

- a.) Follow the same steps for each Header Tab & complete ALL required fields until you get to the **Summary Tab**.

When you complete each step, the page will default to the next Tab.

- b.) From the Summary Tab, click the **Complete Registration** button once you review all your information for accuracy.

Note: For additional information, see the Vendor Registration QRG.

Register - Apple%27s - test@test.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

☐ Category: Authorization to Verify information provided by vendor

Description: I authorize the State to verify that all information provided in this registration, bidding and contracting documents, attachments and processes are accurate.

I authorize the State to verify that all information provided in this registration, in bidding and contracting documents, and any attachments or supplement documents are accurate.

Complete Registration